

## ***THE HDC CERTIFICATE: CHECKLIST AND SAMPLE APPLICATION***

### **OWNER**

- ❑ Contacts Historic Districts Commission, if desired, for informal discussion of planned alterations, renovations or repairs.
- ❑ Obtains HDC application from HDC Administrator or Building Department.
- ❑ Completes application describing proposed work.
- ❑ Returns completed application to HDC office. Drawings, specifications, material or color samples, and other necessary exhibits must be attached in three complete sets. One set of photographs is also required.

### **HISTORIC DISTRICTS COMMISSION**

- ❑ Reviews application and informs owner whether a public hearing is required.

#### **If no hearing is required...**

- ❑ Issues a certificate of non-applicability within ten (10) days, sending one copy to the owner, one to the Building Commissioner and one to the Town Clerk.
- ❑ Owner proceeds with building permit process.

#### **If a hearing is required...**

- ❑ Notifies owner, schedules the hearing and requests additional material as necessary.
- ❑ Hearing is advertised two (2) weeks prior to the date. Abutters within one hundred (100) feet of the property are notified by mail.
- ❑ Commission conducts hearing and reviews application fully. Owner or his/her representative attends, along with abutters and interested members of the public.

- ❑ Commission either continues the hearing if more information is required, or votes on the application.

**Following the hearing...**

- ❑ **If the application is approved as presented**, commission issues a certificate of appropriateness within fourteen (14) days, sending one copy to the owner, one to the Building Commissioner and one to the Town Clerk. Owner proceeds with building permit process.
- ❑ **If the application is not approved as submitted**, hearing is continued to another date. (Owner may not proceed with permit process in the meantime.)
  - Owner makes modifications as requested.
  - Commission reviews modifications and votes.
- ❑ If failure to grant a certificate would produce **substantial hardship**, financial or otherwise, commission may issue certificate of hardship, one copy to owner, one to Building Commissioner and one to the Town Clerk.
  - Owner proceeds with building permit.



## TOWN OF HINGHAM

210 CENTRAL STREET · HINGHAM, MASSACHUSETTS 02043

### HISTORIC DISTRICTS COMMISSION

### *Application for Certificate*

*INSTRUCTIONS: Please type or print. Submit application and exhibits in three complete sets. Add sheets as necessary.*

Check type of Certificate applied for:

- ☐ CERTIFICATE OF APPROPRIATENESS for work as described and exhibits filed.  
☐ CERTIFICATE OF NON-APPLICABILITY for the following reasons:

- ☐ Not visible from any public street, way, place or body of water.  
☐ Reconstruction similar to original following fire or other disaster.  
☐ Maintenance, repair or replacement, using same design, materials, colors.  
☐ Change of colors to colors on approved roster.  
☐ Proposed work, design, materials and colors according to approved guidelines.  
☐ No architectural features involved.  
☐ Other

- ☐ CERTIFICATE OF HARDSHIP, financial or otherwise described herein and not a substantial derogation from intent and purposes of law.

LOCATION of work \_\_\_\_\_ Historic District \_\_\_\_\_

OWNER \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

ARCHITECT or DESIGNER \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Mass. Registration No. \_\_\_\_\_

ENGINEER \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ Mass. Registration No. \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_ License No. \_\_\_\_\_

DESCRIPTION OF PROPOSED WORK: If required, A PLOT PLAN, at 1"=80'-0", may be obtained from the Assessors' Office.

LIST EXHIBITS: Drawings, specifications, photographs, materials and colors attached to application.

Inspection of the premises is hereby authorized.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature